



## **Comprehensive Approaches to Raising Educational Standards (CARES) Plus Program**

### **Program Operations Budget Instructions Budget Forms 9A and 9B**

The CARES Plus program budget consists of two budget forms titled Budget Form 9A and Budget Form 9B. These budget forms are in Excel format and available on the First 5 California Web site at: <http://www.ccfc.ca.gov/commission/funding.asp>, under the CARES Plus Request for Funding section.

Budget Form B is accessed by selecting the tab titled "Budget Form 9B" located at the bottom left of the screen. Please note that the CARES Plus program budget and the CARES Plus application will not be considered complete unless both Budget Forms 9A and 9B are completed, signed, and returned.

The applicant will be responsible for completing all cells shaded in yellow. All gray cells will populate based on information entered in the yellow-shaded cells.

#### Completing Budget Forms 9A and 9B

1. Please select the name of the applicant county. A drop-down list of counties can be accessed by pressing on the arrow to the immediate right of the "Select county" cell.
2. Please enter the name and address of the lead agency.
3. In cells B1 through B6 and C1 through C6, enter the amount budgeted for each line item.
4. In cell A8 enter the percentage of Administrative Costs.
5. Cells containing totals will automatically calculate based on the figures entered in cells B1 through B6, C1 through C6, and A8.
6. The State Reimbursable Amount for the fiscal year, located in cell B9 is the sum of all Direct Services plus Administrative Costs. This amount should be in appropriate match proportion to cell C9, the Total Net Local Investment.

Note: In order to claim any portion of the State Reimbursable Amount for the fiscal year (cell B9), the appropriate portion of the Total budget figure, found in cell D9, must be expended.